

8 August 1978

MEMORANDUM FOR: Deputy Directors of Personnel  
Division and Staff Chiefs

FROM :   
Executive Assistant to the  
Director of Personnel

STATINTL

SUBJECT : Office of Personnel Weekly Report

1. This is just a reminder and a follow-up to our call concerning the weekly report.

2. The DD/A has asked that we submit the weekly report to them by noon on Thursday as they have a requirement to provide certain newsworthy items to the Director on certain dates. Therefore, we would appreciate having your report no later than noon on Wednesday. Your reporting week now becomes Wednesday through Tuesday.

  
STATINTL